

# State of Washington

## Office of Insurance Commissioner (OIC)

### Summary of Required Filings

2005 Annual Statement and 2006 Quarterly Statements

### Foreign Title Insurers

**Clarified December 16, 2005**

Insurers must file signatures on all statements, supplements and exhibits that require a signature.

If the PDF file does not contain a legally-binding digital signature(s),  
then the insurer must also file the signature(s) on paper by the due date.

<u>Date Due</u>	<u>Type</u>	<u>File with</u>	
		<u>OIC</u>	<u>NAIC</u>
<b>February 28, 2006</b>			
Annual Statement and all March Supplements (including actuarial opinion)	paper	<b>no</b>	Yes
Annual Statement Electronic Filing and March PDF filing (including <b>actuarial opinion</b> )	electronic	Yes	Yes
<b>April 1</b>			
Supplemental Electronic Filing and PDF filing (including MD&A)	electronic	Yes	Yes
Supplemental Statement (all April supplements)	electronic	Yes	<b>no</b>
Supplemental Statement (MD&A and other April supplements)	paper	<b>no</b>	Yes
<b>May 15</b>			
Quarterly Statement Electronic Filing and PDF filing)	electronic	<b>no</b>	Yes
Quarterly Statement	paper	<b>no</b>	Yes
<b>Foreign insurers do not file quarterly statements or Jurats with the OIC</b>			
<b>June 1</b>			
Accountants Letter of Qualifications PDF filing	electronic	Yes	<b>no</b>
Audited Financial Statements	paper	<b>no</b>	Yes
June PDF Filing (audited financial statements filing)	electronic	Yes	Yes
Report of Significant Deficiencies in Internal Controls PDF filing (if issued)	electronic	Yes	<b>no</b>
<b>August 14</b>			
Quarterly Statement Electronic Filing and PDF filing)	electronic	<b>no</b>	Yes
Quarterly Statement	paper	<b>no</b>	Yes
<b>Foreign insurers do not file quarterly statements or Jurats with the OIC</b>			
<b>November 14</b>			
Quarterly Statement Electronic Filing and PDF filing)	electronic	<b>no</b>	Yes
Quarterly Statement	paper	<b>no</b>	Yes

**Foreign insurers do not file quarterly statements or Jurats with the OIC**

Do not file an "Amendment" or "Re-filing" in lieu of an "Original" filing. You may be subject to a fine.  
"Re-filings" are for NAIC database purposes only and should not affect PDF files at the OIC.

# Foreign Title Insurers

## Notes and Instructions

Washington

2005 Annual Statement and  
2006 Quarterly Statements

NOTES AND INSTRUCTIONS (APPLY TO ALL FILINGS)		
A	Questions on filing:	360-725-7200, ASFI@oic.wa.gov
B	Electronic Filing Address:  Paper Filing Address: <b>U.S. Mail:</b>  <b>Private Third-Party Delivery Service:</b>	<b>ftp ftp.oic.wa.gov</b> Same FTP password as 2005.  Attention: Company Supervision Division PO Box 40259, Olympia, WA 98504-0259  Attention: Company Supervision Division 5000 Capitol Boulevard SE, Tumwater, WA 98501
C	Filing Fees:	Included on the License Renewal form. <b>Do NOT submit with the Annual Statement documents!</b>
D	Premium Tax Payments:	License information provided separately.
E	Delivery Instructions:	The cancellation mark or shipping date stamped by the post office or third-party delivery service is considered the date filed. If the due date is a Saturday, Sunday or legal holiday, the due date is the next business day.
F	Late Filings:	The commissioner shall suspend or revoke the certificate of authority.
G	Original Signatures:	Reproduction of original signatures or facsimiles allowable.
H	Signature/Notarization/ Certification:	Jurat: At least two officers must sign.
I	Amended Filings:	Only file electronically. Follow the NAIC instructions and SSAP No. 3.
J	Exceptions from normal filings:	<ul style="list-style-type: none"> <li>• <b>Exemption or extension requests are processed only when you provide a copy of the approval from the domestic regulator.</b></li> <li>• Exemptions from Audited Financial Statements must comply with WAC 284-07-100(2), not solely premiums and policyholders in domestic state.</li> <li>• Address written requests to Dennis Edward Julnes, Chief Financial Analyst. Email to DennisJ@oic.wa.gov or fax to 360-586-2022.</li> </ul>
K	Bar Codes:	We require NAIC bar codes on any paper signature page that has a NAIC document identifier code.
L	Signed Jurat:	Not accepted in lieu of an electronic filing.
M	NONE Filings:	We allow consecutive "none" pages on one page.
N	Filings new, discontinued or modified materially since last year:	None.

# Foreign Title Insurers

## General Instructions

### Washington

### 2005 Annual Statement and 2006 Quarterly Statements

Refer to Washington Administrative Code (WAC) 284-07-050(4)(d), WAC 284-07-060(2)(c) and WAC 284-07-100(6) for information regarding the **Signature Pages**.

February 28, 2006

**The filing due date with the NAIC is March 1 (see RCW 48.05.400)**

The **Annual Statement Electronic Filing** includes the annual statement data and all supplements due March 1, according to the NAIC *Quarterly and Annual Statement Instructions* ("ASI"). This includes all detail investment schedules and other supplements for which the ASI exempt printed detail.

The **March PDF Filing** is the .pdf files of the annual statement data, detail for investment schedules, state pages and supplements that the ASI shows as due March 1.

April 1

The **Supplemental Electronic Filing** includes all ASI supplements due April 1.

The **Supplemental PDF Filing** is the .pdf files for all ASI supplemental schedules and exhibits due April 1.

The **Supplemental Schedule of Business Written by Agency PDF Filing** is a .pdf file of this supplement.

May 15, August 14 and November 14

The **Quarterly Electronic Filing** includes the quarterly statement data.

The **Quarterly PDF Filing** is the .pdf for quarterly statement data.

June 1

The **Accountant's Letter of Qualifications PDF filing** is a .pdf file of the accountant's letter of qualifications.

The **June PDF Filing** is the .pdf file of the Audited Financial Statements. **If you are exempt, you must directly notify us in writing by the due date.**

The **Report of Significant Deficiencies in Internal Controls PDF filing** is a .pdf file of the report. You must file this report if the accountant issues it, even if the report says the accountant did not find any deficiencies. The due date is within 60 days after filing the audited financial statements, but shown as June 1 for convenience and consistency with the NAIC checklist template.

**This is a courtesy summary; it does not relieve the insurer from complying with all statutes and regulations.**